



# REQUEST FOR NON-AERONAUTICAL USE OF A PUBLIC AIRPORT

## APPLICANT INFORMATION

AIRPORT NAME:

Airport Manager/Representative

Event Sponsor (if different than Licensee)

Phone Number

Email

Phone Number

Email

Mailing Address (Street/PO Box)

Mailing Address (Street/PO Box)

City, ST ZIP Code

City, ST ZIP Code

## EVENT INFORMATION

Event Name:

Event Date(s):

Description of the Proposed Activity (i.e. where on airport/expected attendance):

Runway or Taxiway Closure? ☐ Yes ☐ No

Describe why the activity, event, or occupancy must take place at the airport:

Identify the Emergency Services available during the event (Check all that apply):

☐ Police

☐ Medical Personnel

☐ Ambulance

☐ Fire truck

☐ Other \_\_\_\_\_

### Required Attachments:

- ☐ - Sketch Map showing affected locations, security measures, control procedures and location of emergency services.
- ☐ - Event contract/agreement with event sponsor (which includes requirement for restoration of airport to original condition).
- ☐ - ~~A~~ Safety Plan or Safety Phasing Plan
- ☐ - ~~A~~ Signed Certifications for Partial Closing of an Obligated Airport \*
- ☐ - ~~A~~ Copy of tenant notifications. \*

\* NPIAS Airports only

## CERTIFICATION

I hereby certify that I am the owner, or authorized agent, of the above named airport, that the information contained herein is true and correct, and that I am familiar with the ~~ODOT~~ procedures and guidelines for conducting non-aeronautical events, and understand that failure to comply with Federal grant assurances, as well as that required for non-aeronautical use approval, may affect our ability to compete for funding of future airport development projects.

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

Complete and email to: [sbrian@dot.ga.gov](mailto:sbrian@dot.ga.gov)

# NON-AERONAUTICAL USE POLICY

## REFERENCES:

- A. FAA Order 5190.6B – Airport Compliance Manual – An airport developed or improved with federal funds may not be closed for special outdoor events, such as sports car races, county fairs, parades, car testing, model air plane events, etc., without FAA approval.
- B. FAA Sponsor Grant Assurance 19 – Operation and Maintenance – Any proposal to temporarily close the airport for non-aeronautical purposes must first be approved by [the FAA].

## REQUEST FOR NON-AERONAUTICAL USE INSTRUCTIONS

### Applicant Information

- 1. List the Airport Name in the top block
- 2. Enter the name, mailing address, phone number and email address of the airport representative submitting the request. Enter the name, mailing address, phone number and email address of the event sponsor.

### Event Information

- 3. Enter the event name and date(s) of occurrence.
- 4. Provide description of the proposed event. Describe where on the airport the event will occur, anticipated number in attendance. If not sponsored by the airport, identify sponsoring agency. Use additional pages if necessary.
- 5. Annotate whether the runway or taxiway must be closed anytime during this event.
- 6. Describe why the event/activity must take place at the airport.
- 7. Annotate if emergency personnel or services will be present for the event.
- 8. Attach all required documents.
  - a. Sketch map showing affected locations on the airport, location of emergency personnel and services, physical controls measures to be in place.
  - b. Event contract/agreement with the event sponsor, which includes requirement for the restoration of the airport back to the original condition after the event.
  - c. Event specific liability insurance policy which lists the Georgia Department of Transportation as an additional insured.
  - d. Safety plan detailing responsibilities and control procedures (Safety phasing plan for NPIAS airports)
  - e. Signed certifications (NPIAS airports only)
  - f. Copy of tenant notifications (NPIAS airports only)

### Certification

- 9. The owner, or authorized agent for the owner, must sign and date the application.

Forward the non-aeronautical use application to:

[sbrian@dot.ga.gov](mailto:sbrian@dot.ga.gov)